



Messiah Lutheran Church  
1101 Neosho  
Emporia, Kansas 66801  
620-342-8181  
Pastor Edward Hosch

*"To Live and Teach Jesus' Love"*

## Office Manager Opening

Messiah Lutheran Church is a congregation of The Lutheran Church—Missouri Synod located at 1101 Neosho Street, Emporia, Kansas. The staff consists of two called staff members (Pastor and Director of Christian Education) and one full-time office manager. The congregation counts just over 1,000 members. The business administrator is the lead person for the financial, personnel, and office organization of the church. The business administrator occupies a full-time salaried position with an expected 36-hour work week.

**General responsibilities:** The office manager of Messiah Lutheran Church occupies an inward- and outward-facing position. Under the direction of the senior pastor and church council, the office manager provides overall direction to and execution of the property, legal, financial, and business affairs of the staff and congregation and leads and supervises the non-called staff and interacts with numerous volunteers involved in this ministry. This position ensures that appropriate and accurate accounting and membership records are maintained, manages, answers incoming phone calls and e-mails taking messages when necessary. The office manager cooperates with the property manager and coordinates with custodial staff. The office manager is also responsible for the office staff's ability effectively to communicate with the congregation and its boards about non-pastoral matters.

**Required skills:** Ability to learn and utilize office equipment, including a working knowledge of Microsoft Office and church and financial management software; effective oral and written communication; ability to create documentation and reports in response to needs of the congregation and its boards; accounting/bookkeeping; ability to understand and apply a budget; organizational skills to maintain church files, both electronic and hard-copy. Social media experience preferred.

**Other requirement:** must pass background check, must sign a confidentiality agreement.

**Education:** Minimum of an Associate's Degree in business or equivalent experience in managing an office.

### **Primary duties and responsibilities (70% of time):**

- Managing the office making sure that it is available to parishioners and others conducting business with the church during established business hours.
- Receive incoming calls, answer questions and provide information whenever possible. Take complete and accurate messages and route calls to appropriate staff members.
- Oversee and ensure that appropriate and accurate accounting, membership, attendance, and contribution records are maintained in the accounting software.
- Manage all transactions related to payroll and accounts receivable and accounts payable assuring accurate posting in the appropriate accounts. Also responsible for making weekly deposits
- Seal, stamp, sort and post outgoing mail.
- Coordinate church printing including but not limited to the monthly newsletter, weekly worship bulletins, Sunday school and Vacation Bible School.
- Prepare weekly bulletins and put together weekly PowerPoints for worship services.
- Determine the information and documentation kept in the church office necessary for the church boards, council, or pastors to carry out their duties and assure the information is made available in a timely manner.

**Remaining duties and responsibilities** (30% of time):

- Ensure that computers, software, and office furniture and equipment are up-to-date and working properly,
- Purchase supplies pertinent to the administration and maintenance areas.
- Assist with property management as directed by the ministry support team and church council.
- Maintain up-to-date and well-organized files for all aspects of the business of the congregation; oversee church calendar and coordinate and schedule the use of the physical plant; attend all staff meetings.
- Cooperate with church boards, church council and called staff by performing support tasks as requested.
- Other duties as assigned.

**Salary Range:** Beginning at \$17.00 per hour and commensurate with experience and skills

**Benefits:** Blue Cross and Blue Shield for one person (90% paid by congregation, 10% paid by employee)  
Retirement benefits  
Paid vacation, sick leave, personal days, and certain holidays  
36-hour work week (half day on Friday)

**Application**

- Direct any questions regarding this position or send a letter of interest along with resume to:  
Tracy Karcher  
Messiah Lutheran Church  
1101 Neosho St  
Emporia, KS 66801  
Cell: 316-772-8521  
Email: [tracy.karcher@hotmail.com](mailto:tracy.karcher@hotmail.com)

Review of resumes will begin as soon as they are received.